



RECREATION SPECIALIST – POOL MANAGER

Announcement # ANNA 005 – 11

Salary: \$22.00 - \$23.00 per hour Series/Grade: NF 0188 03

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: ANNAPOLIS - POOL

OPENED: 1/27/2011

CLOSES: Open Till Filled

AREA OF CONSIDERATION: ALL SOURCES

FLEX Position 0 – 40 hours per week - (SEASONAL POSITION)

TO APPLY: Download forms on <https://www.cnic.navy.mil/NDW/About/Jobs/>

Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-3653.

MUST SUBMIT COPIES OF CURRENT WSI, CPR AND FIRST AID CERTIFICATIONS WITH APPLICATION. FAILURE TO DO SO WILL PREVENT YOUR APPLICATION FROM BEING CONSIDERED.

DUTIES AND RESPONSIBILITIES:

Plans, develops and maintains a military aquatics and recreational program for a large community of active duty military, dependents, retirees, and authorized civilians in an area where climate and other conditions favor a strong aquatics program. Plans, coordinates and schedules recurring activities, special events and joint community undertakings to maximize use of facilities and resources consistent with the military mission. Evaluates effectiveness of ongoing aquatics activities. Adapts and varies programs as necessary. Enforces rigid safety regulations to ensure maximum protection of swimmers. Plans swimming programs, developing basic categories such as swim instructions, swim team competition, springboard diving, water exercise classes, etc., and may involve SCUBA instruction. Devises, improvises and adapts various activities to fit the conditions of water environment and to conform to limitations in funds, facilities, equipment and staff support. May assist supervisor in developing annual budget, procurement of equipment, formulating long range plans, safety programs, and public relations undertakings. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Three years of experience that demonstrates knowledge of: water safety on an instructor level, CPR (preferably on an instructor level); basic and advanced first aid; ability to independently develop and monitor a comprehensive aquatics program for a large community. Ability to use equipment to take pool and environmental readings. Must possess WSI, CPR and basic first aid certificates.

SPECIAL REQUIREMENTS:

National and state background checks are required for positions that involve working with youth programs.

Visit our web site:

<https://www.cnic.navy.mil/ndw/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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